



DEPARTMENT OF PERSONNEL

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MEMORANDUM

TO: Department Heads

FROM: Sharon P. Murphy, Director
Department of Personnel

DATE: December 26, 1997

SUBJECT: FY 97 TURNOVER STATISTICS

Case L. Thomas for Sharon Murphy

Enclosed are turnover reports for FY97 which reflect employee movement and separations in your agency as well as total State separations. Please feel free to share this information with other members of your staff.

As you know, turnover information must be both accurate and meaningful to be useful as a management tool. As such, I encourage you to establish exit interview procedures if you haven't already done so and ask your staff to be accurate and timely when reporting employee movement and separation on the personnel action form. If you would like assistance in establishing an exit interview process, please let me know. We'll be happy to help.

I hope this information is useful to you. Please feel free to contact me at 687-3731 if you have any questions or comments regarding the turnover data.

SPM:dsb

Enclosure